

instructional support

Enhancing Teaching and Learning through Technology

Scanning and Saving Text Using HP Precision Scan Pro

1. Lift the scanner lid and place the item to be scanned, face down on the glass in the upper-right corner of the scanning surface.
2. From the start menu click Programs | HP scan utilities | HP precision scan OR
3. On the PC desktop, Double click on the icon marked “*HP Precision Scanner*”.
4. Follow the “Guided Steps”,
 - Start new scan
 - Use your cursor to draw a selection area
 - Confirm that the output type is what you want: select **Editable Text (OCR)** from the dropdown list.
 - Finish the scan
 - Scan to – Select Microsoft Word as your destination
 - Click the **scan** button
 - Scan another page? Follow screen prompts until you have all the pages scanned.
5. The new file will open in Word, ready to edit.
6. The document needs to be gone over to confirm that all characters have been interpreted properly by the OCR software. Minor adjustments will almost always be needed. If the original has detailed formatting, there will probably be more areas to edit.